

<b>Nutrition Services</b> <b>Department of State Health Services</b>
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Effective June 1, 2002

Policy No. GA:10.0

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## **WIC Services for Employees and Relatives**

### **Purpose**

To prevent conflict of interest or the perception of partiality by WIC employees toward themselves or relatives in WIC eligibility determination and food issuance.

### **Authority**

State Policy

### **Policy**

Local agencies (LA) shall ensure that every precaution is taken to prevent inappropriate certification and to preserve the integrity of the certification process.

### **Definition**

Relatives that are within the second degree of affinity and consanguinity include spouse, parents, children, grandchildren and grandparents, brothers, sisters, aunts, uncles, nieces, nephews, first cousins, step-parents, step-children, step-brothers, and step-sisters by blood or marriage.

### **Procedures**

- I. A WIC employee who is also a WIC participant, or parent/guardian/caregiver of a WIC participant or a relative, shall not participate in any component of the certification process or issue food instruments to themselves or their relatives.
  - A. The CA/WIC employee who is scheduled or has a family member scheduled for a certification appointment shall notify the WIC

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- Director or Clinic Supervisor and make arrangements for another CA to conduct the certification screening.
  - B. The WIC staff employee who is scheduled or has a family member scheduled for an appointment shall make arrangements for another WIC employee to certify and/or issue the food instruments.
  - C. WIC staff employees may provide nutrition education to relatives.
- II. A LA not having staff available to certify a WIC relative may call the SA Clinical Nutrition Section and obtain assistance in the certification process. The "telephone certification" shall be documented with faxed signatures from SA staff. Advance notice to the SA is required to ensure applicants are assisted in a timely manner.
- III. Food issuance shall be conducted locally. If a WIC food issuance staff cannot issue then the CA shall issue the food instruments.

### **Guidelines**

LAs should maintain an updated listing of relatives working for the LA and relatives on the WIC program.